

CHECKLIST FOR FILING CHAPTER 7 CASE (VOLUNTARY) (Rev. 12/14)

Fee: \$335 (includes filing fee of \$245 + administrative fee of \$75 + trustee surcharge of \$15)

Note: Fee must be paid with a money order or cashier's check; personal checks not accepted. If paying in person, fee may be paid in cash – exact change required. Debtors who are individuals may request that the fee be paid in installments or waived by filing the appropriate signed application (Official Form 3A or 3B) requiring court approval.

Voluntary Petition (Official Form 1)

Unless filed electronically by a registered attorney, the petition must be signed in ink by the debtor (and joint debtor if spouses are filing together). If a petition preparer assisted in preparing the petition and other documents, the preparer must provide the information required on the petition and sign it also.

Creditor List and Debtor's Verification of Creditor List (Local Form hib_1007-2(d))

Names and addresses of all entities included or to be included on Schedules D, E, F, G and H. Per Local Rule 1007-2(c), the petition must be accompanied by both a paper copy of the creditor list and an electronic version on media (diskette, CD, USB drive, etc).

Statement of Social Security Number (Official Form 21)

Required if the debtor is an individual. Must be submitted WITH the petition.

Exhibit D – Individual Debtor's Statement of Compliance with Credit Counseling Requirement

Required if the debtor is an individual. Must be submitted WITH the petition or within 14 days.

Certificate of Credit Counseling

Must be filed with the petition or within 14 days. An individual who is incapacitated or disabled as described in 11 U.S.C. § 109(h)(4) or is on active military duty in a combat zone may request a waiver by filing a

Motion to Waive Counseling Requirement (based on incapacity, disability or active military duty in a combat zone),

and an individual who is not able to obtain credit counseling before filing the petition may request a temporary waiver to extend the time to obtain credit counseling for 30 days after the petition is filed by completing part 3 of Exhibit D (Official Form B1D) with a

Statement of Exigent Circumstances.

Statement of Your Current Monthly Income (Official Form 22A-1)

Required if the debtor is an individual with primarily consumer debts. Must be filed with the petition or within 14 days. READ INSTRUCTIONS TO DETERMINE WHETHER ADDITIONAL FORMS (22A-1 SUPP AND 22A-2) ARE DUE.

Schedules A-J, Summary of Schedules, Statistical Summary of Certain Liabilities and Declaration Concerning Debtor's Schedules of assets and liabilities (Official Form 6)

Must be filed with the petition or within 14 days.

Statement of Financial Affairs (Official Form 7)

Must be filed with the petition or within 14 days.

Statement of Intention (Official Form 8)

Required ONLY if the debtor is an individual and the schedules of assets and liabilities contain debts secured by property of the estate or personal property subject to an unexpired lease. Must be filed within 30 days or by the date set for the Section 341 meeting of creditors, whichever is earlier.